

WASHINGTON STATE VITAL RECORDS Statute Modernization Operational Information Sheet

Chapter 70.58A RCW is effective January 1, 2021, to preserve the security, integrity, and confidentiality of state vital records and vital statistics. For a summary of the changes please visit our [website](#). The Department of Health Vital Records Office is implementing the following processes, procedures, and policies to comply with the new law and regulations.

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BIRTH AND DEATH CERTIFICATES AND INFORMATIONAL COPIES

The state of Washington will start offering several new options for customers to purchase vital records starting January 1, 2021. This guidance explains the differences in types of products offered.

Certified Copies or “Certificates” are printed on certified security paper and can typically be used for travel, passport, proof of citizenship, social security, driver's license, school registration, personal identification, and other legal purposes.

Only qualified applicants who can provide an application with all required information, identity documentation, and proof of eligibility can purchase certified copies.

The fee for a certificate is \$25.

Certificates are available for:

- Birth/Delayed Birth
- Death - Long Form
- Death - Short Form
- Fetal Death

Noncertified Informational Copies of birth and death records are printed with a watermark on plain white paper and cannot be used for legal purposes. They are not printed on certified paper with security features. They can be used for informational purposes such as genealogy and verifying records. Customers should check with the organization requesting the record to find out if they will accept an informational copy.

Anyone who submits an application with all required information and pays the applicable fees can purchase a noncertified informational copy of birth or short form death record.

The fee for an informational copy is \$25.

Noncertified Informational Copies are available for:

- Birth/Delayed Birth
- Death - Short Form

Informational copies of birth records contain the same information as a certified birth copy.

Informational copies of death records contain the same information as the certified short form death copy. It does not contain cause and manner of death information or social security number of the decedent.

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Noncertified informational copy of long form death, fetal death, marriage, or divorce records are not available.

There are no replacements or exchanges of non-certified informational copies.

There is no age requirement to request a certificate or informational copy.

Heirloom Birth Certificates are certified copies of birth records printed on commemorative paper and signed by the Governor and State Registrar. They can only be ordered through the Center for Health Statistics.

Only qualified applicants who can provide an application with all required information, identity documentation, and proof of eligibility are able to purchase Heirloom Birth Certificates.

The fee for an Heirloom Birth Certificate is \$50. The Department of Children, Youth, and families sets the fee, with \$25 going to the Children's Trust Fund.

Death-Long Form Certificate includes all items on the death record, such as cause and manner of death and the decedent's Social Security Number. It is typically used for legal and financial purposes. Customers should check with the organization requesting the record to find out if they will accept a short form death record instead.

The fee for a long form death certificate is \$25.

Death-Short Form Certificate does not include information about the cause or manner of death or the decedent's Social Security Number. It is typically used for legal, insurance, and financial transactions that do not require a cause of death. Customers should check with the organization requesting the record to find out if they will accept a short form death record.

Death-Short Form certificates are not available for deaths registered electronically before January 1, 2018. Noncertified informational copies of deaths prior to 2018 will be available with information redacted.

The fee for a short form death certificate or informational death copy is \$25.

Items on vital records copies are set in rule by WAC 266-491-159. Items on birth and death certifications and informational copies.

- See Appendix A for a list of items on Certification of Birth and Informational Birth Copy.
- See Appendix B for a list of items on Long Form Certification of Death, Short Form Certification of Death, and Informational Copy of Death.
- See Appendix C for a list of items on the Certification of Fetal Death.

IDENTIFICATION & PROOF DOCUMENTS

We will only return original documents back to the customer.

The customer(s) will need to provide copies of their own certificates and/or buy new ones to prove relationship to the requested record. DOH staff will not conduct searches. There may be exceptions on a case by case basis.

Authorized representative form and process is an option for those who are not a qualified applicant (I.e. coaches, schools, aunts, and uncles).

We will accept informational/short form copies of certificates from outside Washington State as proof of eligibility documentation because we can verify it from that state.

We will accept black and white copies of documents. This also includes photos of documents.

We will not accept notarized documents in lieu of identity or proof of eligibility documentation.

If a customer does not have a government issued identity document, check the alternate documentation list. If a customer provides a DOL temporary license without a photo, ask for both the expired identification and the temporary license.

If a customer does not have any of the documents on the acceptable identity list, please contact DOH Certification Supervisor.

See Appendix E for the list of Acceptable Proofs of Identity Documentation

QUALIFIED APPLICANT

Authorized Representative Form and process for those not qualified applicant (I.e. coaches, schools, aunts, uncles, and people raising children but are not legally recognized as the guardian) is a notarized form filled out by a qualified applicant and grants permission to the identified person to request the record. The Authorized Representative Form is for one-time use only and must be within 60 days of the form being notarized.

Legal guardianship papers or official documents from Child Protective Services (or similar government agency) are acceptable proof of eligibility documentation for a person serving as a legal guardian.

See Appendix D for Qualified Applicants for Birth and Death Records Matrix

COURT ORDERS FOR NON-QUALIFIED APPLICANTS

If a court order directs the Department of Health to issue or release a birth, death, or fetal death certificate to an individual who is not a qualified applicant then notify your

supervisor and bring the court order to the Policy Analyst. The Policy Analyst will seek legal review.

If a court order directs a LHJ to issue or release a birth, death, or fetal death certificate to an individual who is not a qualified applicant, please seek legal review.

DOCUMENTATION AND IDENTIFICATION REVIEW AND ESCALATION GUIDANCE

To purchase a certified copy or “certificate” of a birth, death, or fetal death record, the following is required for all applications:

1. An application form with required pieces of information
2. Documents proving identity
3. Documents proving qualifying relationship
4. Applicable fee(s)

This document provides guidance for vital records staff when reviewing identity documentation, proof of eligibility documentation, and order forms.

IMPORTANT NOTE: The Certification Supervisor may verify the authenticity of the identity and eligibility documentation as it aligns with laws, rules, and procedures **if** copies of identification or qualified documents are clearly altered or have mark ups. If the documentation is altered or has mark ups, escalate to your lead or the Certification Supervisor.

IDENTIFICATION DOCUMENTS

Customers must provide the following form(s) of identification:

- **One** of the government issued identification documents that is current or expired less than 60 days AND contains a photo, full name and date of birth,
- OR **at least two** alternative identification documents which must contain matching first and last names and addresses, or in combination contains full name, date of birth, and photograph.

[View the list of acceptable identity documentation](#)

Staff may ask for more identification documentation if the provided documentation doesn't meet the requirements above. Customers may provide more than two documents to meet these requirements.

For Example:

- If the gov't issued ID is expired more than 60 days.
- If the gov't issued ID does NOT have a photo.

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- If the two alternate ID documents don't have matching first and last names and addresses.
- If the two alternate ID documents in combination doesn't provide full name, DOB, and photograph.
- Unless the identification or alternate ID documents are clearly altered (e.g. scratched out information, information in different font, white out), we will accept the document.
 - ESCALATE: If the document meets all requirements above, but is clearly altered or marked up. Escalate to lead or supervisor.
- If a customer does not provide the required identification with the original application, provide them with the [list of acceptable identity documentation](#) and Incomplete Application letter, then process their request accordingly.
- If the person requesting the record is not able to provide a form of identification on the [list of acceptable identity documentation](#), and the person requests an exception, follow the exception process.

PROOF OF ELIGIBILITY DOCUMENTS

To prove their relationship, customers must provide proof of eligibility documentation.

The acceptable documentation to prove qualifying relationship includes:

- Copies of vital records such as birth or marriage certificates from this or another state that links the applicant to the requested record
- Copies of certified court orders linking the applicant to the requested record (e.g. legal guardianship court orders or court orders listing someone as the foster parent)
- Document or letter from a government agency or court stating the certificate will be used for official duties (for government agency or court only)
- Document or letter from title insurer or title insurance agent handling a transaction on behalf of the decedent (for short form death certificates only)

[View the Proof of Eligibility \(PDF\) for examples of how to prove qualifying relationship](#)

Staff may ask for more eligibility documentation to connect the applicant to the requested record. Customers may provide more than one document to meet these requirements.

- Unless the proof of eligibility documents are clearly altered (e.g. scratched out information, information in different font, white out, written in pencil), we will accept the document.

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- ESCALATE: If the document meets all requirements above, but is clearly altered or marked up. Escalate to lead or supervisor.
- If the applicant is listed on the record and their identity documentation sufficiently links them to the record (i.e. self or parents), their proof of eligibility requirement is met.
 - In some cases, the identity documentation provided will not match the name on the record. In such cases, so long as a majority of the name matches as well as the date of birth, we will accept for proof of eligibility. See the Minor, Significant, & Critical Differences job aid.
- If customer is qualified, but does not provide sufficient proof of eligibility documentation to link them to the requested record, provide the customer with the Incomplete Application letter. Provide the customer information on how to complete their order and the [Proof of Eligibility \(PDF\) for examples of how to prove qualifying relationship](#).
- If the customer is a qualified applicant, but is not able to prove their relationship to the record with sufficient documentation, and the person requests an exception, follow the exception process.

DENIALS

- If a customer is not able to provide required documentation (identity and proof of eligibility) within 30 days of our office requesting additional information, to prove they are a qualified applicant, their request is denied. Process their request accordingly.

AUTHENTICATION QUIZ – VITALCHEK ONLINE AND PHONE ORDERS

Customers placing an order through VitalChek online or phone will have the option to take the authentication quiz for an additional fee (\$3). If they pass the authentication quiz, then no identity documentation is required. If they do not pass the authentication quiz or choose not to take the quiz, then they are required to provide identity documentation.

The authentication quiz does not replace the proof of eligibility documentation.

DIFFERENCES BETWEEN APPLICATION AND RECORD

Summary: Guide for when to print a certificate or informational copy when there are differences between the application and record. Effective January 1, 2021, applicants will need to be qualified in order to obtain a record and must still provide all required pieces of information in order to obtain that record. Unless specified, this guide applies to all names on the application.

BIRTH

WAC 246-491-310(1) requires a qualified applicant requesting a certificate to submit the following information as it appears on the record:

- (a) First, middle, and last name of the subject of the record
- (b) First and last name of all parents listed on the record
- (c) Date of birth
- (d) City or county where the birth occurred

WAC 246-491-360(1) requires an applicant requesting an informational birth copy to submit the following information as it appears on the record:


- (a) First, middle, and last name of the subject of the record
- (b) First and last name of all parents listed on the record
- (c) Date of birth
- (d) City or county where the birth occurred

Each applicant must submit:



- 1. An application form with required pieces of information
- 2. Documents proving identity
- 3. Documents proving qualifying relationship
- 4. Applicable fee(s)

Effective 1/1/2021

To print or not to print?

<div>Minor Differences Yellow Dot</div> <div></div>	<ul style="list-style-type: none">• There is a minor (one or two letters; or doesn't change the name) spelling variance in the first or middle names• The day portion of the date of birth is different• The given names of the child or parent are in a different order• The surnames of the child or parent are in a different order• The birth record has no given names listed for the child (ex. Baby or Unnamed)• All names are provided, in the same order on the request, but on a different line• An extra given name is provided on the request that is not on record• An extra surname is provided on the request that is not on the record• Middle name discrepancy or not provided on application for the parent(s)• Applicant only provides parent's legal name on the order form, but birth (maiden) name is listed on the record (if we can verify legal name in the system) OR birth (maiden) name is listed somewhere else on the application.
Differences below cannot be released to the customer and therefore should NOT be printed.	

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<p>Significant Difference Orange Dot</p> <p>Pause and contact the customer for more information</p> 	<ul style="list-style-type: none"> • First or last name(s) for the parent is completely different with the exception of legal last name, if found on record (this does not include the case where a completely different parent is listed) • The place of birth does not match (the city and/or the county must be the same) • The month or year of birth does not match • One or more of the required items is missing from the request (middle name is no longer required information for parents) • Middle name(s) for the subject of the record is missing or completely different • There is a spelling variance in the last name, so much so that it changes the last name
<p>Critical Difference Red Dot</p> 	<p>Red dot differences: Handled by Lead or designee</p> <ul style="list-style-type: none"> • First or last name for the subject of the record is completely different. • One of the listed parents (entire name) on the request does not match the birth record. • The request has no information for one of the parents but a second parent is listed on the birth record.

DEATH

WAC 246-491-310(2) requires a qualified applicant requesting a certificate to submit the following information as it appears on the record:

- (a) First and last name of the decedent
- (b) Approximate date of death
- (c) City or county where the death occurred

WAC 246-491-360(2) requires an applicant requesting an informational death copy to submit the following information as it appears on the record:

- (a) First and last name of the decedent
- (b) Approximate date of death
- (c) City or county where the death occurred



Each applicant must submit:

- 1. An application form with required pieces of information
- 2. Documents proving identity
- 3. Documents proving qualifying relationship
- 4. Applicable fee(s)

Effective 1/1/2021

To print or not to print?

Statute Modernization Operational Information Sheet continued

<p>Minor Differences Yellow Dot</p> <div style="text-align: center;">  <p>OK to PRINT</p> </div>	<p>Information below refers to the decedent:</p> <ul style="list-style-type: none"> • There are minor spelling variances in any of the names, including Also Known As (AKA) (one or two letters; or doesn't change the name). • The first and middle names of the decedent are in a different order. • All names of decedent are provided, in the same order on the request, but on a different line. • The surname of the decedent is different (due to marriage or name change). Record can be verified by the parent's information on the record. • An extra given name of the decedent is provided on the request that is not on record. • An extra surname for the decedent is provided on the request that is not on the record. • If birthdate and birthplace is provided, they may be used in the event multiple records meet these criteria. • <i>For short form certificate and informational copy only</i> - month and year of the death is within the 5 year search (2 years in each direction + year of death).
<p>Differences below cannot be released to the customer and therefore should NOT be printed.</p>	
<p>Significant Difference Orange Dot</p> <div style="text-align: center;">  <p>DO NOT PRINT</p> </div> <p>Pause and contact the customer for more information</p>	<ul style="list-style-type: none"> • Anything beyond yellow, contact the customer. • In the event multiple records meet the requested information AND date of birth is not provided, contact the customer.

CERTIFICATES AT NO CHARGE

Certified copies of vital records at no charge are only provided to customers in these specific situations (per RCW 70.58A.560):

1. Law enforcement agency request a death certificate of sex offender for maintenance of sex offender registry only.
2. Washington State court clerks or courts request a death certificate for extinguishing the offender's legal financial obligation only.
3. Veterans' Administration (VA) in reference to a pending claim for compensation or pension pending before the VA (birth, death, marriage, or divorce certificate).
4. A government agency or homeless services provider working on behalf of a homeless individual requests a birth certificate for the homeless person (State DOH only).

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Identity documentation and qualified applicant proof documentation is required from agency officials for birth and death certificate requests.

Only the type of record required to complete official agency work will be issued at no charge, unless the agency clearly shows a need for more than one type of record. One certificate per request.

A. To qualify for a certificate at no charge official documentation must be submitted as identified below:

a. Law enforcement agency:

- i. Identity documentation, identifying the individual who is requesting the certificate
- ii. The required information to locate the record
- iii. A letter on official letterhead (eligibility documentation) to the state or local registrar stating the death certificate will be used to maintain a registered sex offender database

b. County clerk or court:

- i. Identity documentation, identifying the individual who is requesting the certificate
- ii. The required information to locate the record
- iii. A letter on official letterhead (eligibility documentation) to the state or local registrar stating the death certificate will be used to extinguish an offender's legal financial obligation

c. Veteran's Administration:

- i. Identity documentation, identifying the individual who is requesting the certificate (for birth and death certificate requests only)
- ii. The required information to locate the record
- iii. A letter on official letterhead from VA stating the certificate will be used in connection with a claim for compensation or pension.

d. Agency working on VA's behalf:

- i. Identity documentation, identifying the individual who is requesting the certificate (for birth and death certificate requests only)
- ii. The required information to locate the record
- iii. A letter on official letterhead that says they are working under authorization of or for the VA, to help client X, with benefits or a claim (the VA generally specifies claim type) currently pending before the VA.

e. Spouse of eligible veteran:

- i. Identity documentation, identifying the individual who is requesting the certificate (for birth and death certificate request only)
- ii. A copy of marriage, divorce, or domestic partnership certificate that links the spouse to the subject of record on the requested certificate (for birth or death certificate request only)
- iii. The required information to locate the record
- iv. A letter from the VA on VA letterhead saying they currently have a claim pending before the VA and they need the following X records

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- f. Dependent of eligible veteran:
 - i. Identity documentation, identifying the individual who is requesting the certificate (for birth and death certificate requests only)
 - ii. A copy of the dependent's birth certificate that links the dependent to the subject of record on the requested certificate (for birth and death certificate request only)
 - iii. The required information to locate the record
 - iv. A letter from VA on VA letterhead saying they currently have a claim pending before the VA and they need the following X records
- g. Funeral home director for VA claim:
 - i. Identify documentation, identifying the individual who is requesting the certificate (for birth and death certificate requests only)
 - ii. The required information to locate the record
 - iii. A letter from the VA on VA letterhead saying the person is eligible for VA burial benefits, and they have been assigned a plot or ID number for a space in a national cemetery OR they have the letter on VA letterhead that the VA sent the decedent's family OR they have approval for the person to be buried in a national cemetery, an assigned plot number, etc. and a DD214 for the veteran.
- h. Requests for birth certificates for person experiencing homelessness:
 - i. Must be submitted on behalf of a government agency or homeless services provider.
 - ii. One certificate per request.
 - iii. Only handled by DOH - see website.

REFUNDS

No refunds will be given if a record could not be located or the documentation the customer provided did not prove they were eligible to receive a birth, death, or fetal death certificate.

RETENTION

All order forms, identification and supporting proof documentation submitted to the Department of Health (DOH) will be retained for one calendar year and then destroyed. DOH will reassess retention schedule after the first year of implementation.

Local Health Jurisdictions (LHJs) are subject to the record retention rules, policies and laws that apply to them, but may use the DOH document retention schedule as guidance. LHJs must work with their Records Officer and leadership about changes to retention schedules and retaining documents.

Appendix A: Items on Certification of Birth and Informational Birth Copy

Per WAC 246-491-159(1)

Vital Record Item	Certification of Birth and Informational Birth Copy	Certification of Delayed Birth and Informational Delayed Birth Copy
State file number	Yes	Yes
Date certificate issued	Yes	Yes
First and middle name(s) of subject of the record	Yes	Yes
Last name(s) of subject of the record	Yes	Yes
Date of birth of subject of the record	Yes	Yes
Facility born	Yes	Yes
Place of birth (city, county, state)	Yes	Yes
Time of birth	Yes	Yes
Sex	Yes	Yes
Mother/parent's name prior to first marriage	Yes	Yes
Mother/parent's place of birth	Yes	Yes
Mother/parent's date of birth or age at the time of child's birth	Yes	Yes
Father/parent's current legal name	Yes	Yes
Father/parent's place of birth	Yes	Yes
Father/parent's date of birth or age at the time of child's birth	Yes	Yes
Evidence required by RCW 70.58A.120, 70.58A.130, and WAC 246-490-081	No	Yes
Date record filed	Yes	Yes
Fee number	Yes	Yes
Signature of applicant	No	Yes

Appendix B: Items on Long Form Certification of Death, Short Form Certification of Death, and Informational Copy of Death.

Per WAC 264-491-159(2)(a)

Vital Record Item	Long Form Certification of Death	Short Form Certification of Death	Informational Copy of Death
State file number	Yes	Yes	Yes
Date certificate issued	Yes	Yes	Yes
Fee number	Yes	Yes	Yes
Decedent's legal first and middle name(s)	Yes	Yes	Yes
Decedent's last name(s)	Yes	Yes	Yes
County of death	Yes	Yes	Yes
Date of death	Yes	Yes	Yes
Hour of death	Yes	Yes	Yes
Sex	Yes	Yes	Yes
Age	Yes	Yes	Yes
Social Security number	Yes	No	No
Place of death	Yes	Yes	Yes
Facility or address of death	Yes	Yes	Yes
City, state, zip	Yes	Yes	Yes
Hispanic origin	Yes	Yes	Yes
Race	Yes	Yes	Yes
Residence street	Yes	Yes	Yes
Residence city, state, zip	Yes	Yes	Yes
Residence county	Yes	Yes	Yes
Is residence inside city limits?	Yes	Yes	Yes
Tribal reservation	Yes	Yes	Yes
Length of time at residence	Yes	Yes	Yes
Birth date	Yes	Yes	Yes
Birthplace	Yes	Yes	Yes
Father/parent name	Yes	Yes	Yes
Mother/parent name	Yes	Yes	Yes
Marital status	Yes	Yes	Yes
Spouse	Yes	Yes	Yes

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Vital Record Item	Long Form Certification of Death	Short Form Certification of Death	Informational Copy of Death
Method of disposition of remains	Yes	Yes	Yes
Place of disposition of remains	Yes	Yes	Yes
City, state of disposition of remains	Yes	Yes	Yes
Disposition date of remains	Yes	Yes	Yes
Occupation	Yes	Yes	Yes
Industry	Yes	Yes	Yes
Education	Yes	Yes	Yes
U.S. Armed Forces	Yes	Yes	Yes
Informant name	Yes	Yes	Yes
Informant's relationship to decedent	Yes	Yes	Yes
Informant's address	Yes	Yes	Yes
Funeral facility	Yes	Yes	Yes
Funeral facility address	Yes	Yes	Yes
Funeral facility city, state, zip	Yes	Yes	Yes
Funeral director name	Yes	Yes	Yes
Cause of death (A, B, C, and D)	Yes	No	No
Other conditions contributing to death	Yes	No	No
Date of injury	Yes	No	No
Hour of injury	Yes	No	No
Injury at work	Yes	No	No
Place of injury	Yes	No	No
Location of injury	Yes	No	No
City, state, zip of injury	Yes	No	No
County of injury	Yes	No	No
Describe how the injury occurred	Yes	No	No

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Vital Record Item	Long Form Certification of Death	Short Form Certification of Death	Informational Copy of Death
If transportation injury, specify	Yes	No	No
Manner of death	Yes	No	No
Autopsy	Yes	No	No
Were autopsy findings available to complete cause of death?	Yes	No	No
Did tobacco use contribute to death?	Yes	No	No
Pregnancy status if female	Yes	No	No
Certifier name	Yes	No	No
Certifier title	Yes	No	No
Certifier address	Yes	No	No
Certifier city, state, zip	Yes	No	No
Date signed by certifier	Yes	No	No
Case referred to ME/coroner?	Yes	No	No
File number	Yes	No	No
Attending physician	Yes	No	No
Local deputy registrar	Yes	Yes	Yes
Date received by local deputy registrar	Yes	Yes	Yes

Appendix C: Items on the Certification of Fetal Death

Per WAC 264-491-159(3)

Vital Record Item
Local file number
State file number
Name of fetus (first, middle, last, suffix)
Sex
Date of delivery
Time of delivery
Type of birthplace
Planned birthplace, if different
Name of facility
Facility I.D.
City, town, or location of delivery
Zip code of delivery
County of delivery
Mother's name before first marriage (first, middle, last)
Mother's date of birth
Mother's current legal last name, if different
Mother's birthplace (state, territory, or foreign country)
Mother's residence - Number and street
Mother's residence - Apt no.
Mother's residence - City or town
Mother's residence - County
If you live on tribal reservation, give name
State or foreign country
Zip code +4
Mother's residence inside city limits
How long at current residence?
Name and title of person completing cause of death
Signature of person completing cause of death
Date signed by person completing cause of death
Name and title of person delivering the fetus
NPI of person delivering the fetus
Method of disposition
Date of disposition
Place of disposition
Disposition location - City/town, and state
Name and complete address of funeral facility

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Vital Record Item
Funeral director signature
Initiating cause/condition
Other significant causes or conditions
Estimated time of fetal death
Was an autopsy performed?
Was a histological placental examination performed?
Registrar signature
Date received by local registrar

Appendix D: Qualified Applicants for Birth and Death Records Matrix

Certified Copies of Birth and Death Records

<u>Qualified Applicants</u>	Birth	Heirloom Birth	Long Death	Short Death	Fetal Death
Subject of Record	X	X			
Spouse/Domestic Partner	X	X	X	X	
Child of subject	X	X	X	X	
Parent	X	X	X	X	X
Stepparent	X	X	X	X	
Stepchild	X	X	X	X	
Sibling	X	X	X	X	X
Grandparent	X	X	X	X	X
Grandchild	X	X	X	X	
Great Grandparent	X	X	X	X	
Legal Guardian	X	X	X	X	
Legal Representative	X	X	X	X	X
Authorized Rep	X	X	X	X	X
Gov't Agency	X	X	X	X	X
Court	X	X	X	X	X
Next of Kin			X	X	
Funeral Director named on the record (within 12 months of death)			X	X	X
Funeral establishment licensed under RCW 18.39 named on the record (within 12 months of death)			X	X	X
Person who has right to control disposition of human remains under RCW 68.50.160 named on the record			X	X	
Title insurer or title insurance agent handling a transaction involving real property				X	
Person that demonstrates that the certified copy is necessary for a determination related to the death or the protection of a personal or property right				X	

Qualified Applicants must submit:

- Application, Identity Documentation, Evidence of Eligibility, Fee (or non-fee request)

Informational Copies of Birth and Death Records

Who can purchase an informational copy?	What products can they receive?	What must an applicant submit?
Anyone	<ul style="list-style-type: none"> • Birth • Short form death 	<ul style="list-style-type: none"> • Application • Fee
<p><u>Important Notes:</u></p> <ul style="list-style-type: none"> • Available to anyone who doesn't need a certified copy or is not a qualified applicant • Printed on regular paper with a watermark on it • Cannot be used for legal purposes • Do not need to show identity documentation or evidence of eligibility to obtain 		

Appendix E: Acceptable Proofs of Identity Documentation

One of the following government issued documents (must contain photo, full name, and date of birth) that is current or expired less than 60 days:

- Washington State enhanced driver's license (EDL), driver's license (DL), permit, or identification (ID) card
- Out-of-state enhanced driver's license (EDL) or REAL ID license, driver's license (DL) or identification (ID) card
- U.S. passport or card
- Consulate card
- Foreign passport, driver's license, or ID card
- Permanent resident card
- Tribal membership or enrollment ID card from a federally recognized Indian tribe
- US Immigration or naturalization papers
- U.S. Armed Services ID card
- U.S. Bureau of Indian Affairs ID card
- U.S. Certificate of Citizenship or Naturalization
- U.S. Citizenship and Immigration Service ID
- I-571 U.S. Refugee Travel Document
- US alien registration card
- I-327 U.S. Permit to Re-Enter Travel Document
- I-766 Employment Authorization
- NEXUS, SENTRI, or FAST border crossing card
- U.S. Merchant Mariner's card
- U.S. B1/B2 Visa Border Crossing Card (Form DSP-150)

OR

At least two alternative documents (must contain matching first and last names and addresses, or in combination contains full name, date of birth, and photograph):

- Any of the government issued identity documents listed above, if expired more than 60 days or does not contain a photograph
- Adoption court order or decree
- Auto insurance policy
- Business mail from state or federal agency dated within 2 months
- Company identification card
- Current student body card (high school students only)
- DSHS benefits letter indicating unexpired benefits (medical, food, etc.)
- Home utility bill for Washington address (gas, electric, water, garbage, sewer, landline phone, TV, internet, ISTA) dated within the past 2 months
- Individual Tax Identification Number (ITIN) letter from Internal Revenue Service (IRS)
- Letter attesting residence in alternative housing (e.g. assisted living, college campus, shelter, mission, senior housing, or retirement home) on company letter head with a phone number that could be used in verification of the facility

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- Letter from a government agency that you're an employee of and that we have an agreement with (contact your supervising agency and have them send us the letter)
- Letter from DCYF Children's Administration for foster youth
- Medical or hospital card of identification
- Medicare card (not a DSHS medical card)
- Monthly bank account statement (Document must be no more than 30 days old)
- Moorage document (bill, contract, etc.)
- Official corrections department or parole papers
- Official papers issued by courts of record which include date of birth
- Pay check or pay stub with the employer's name and phone number or address (Document must be no more than 30 days old)
- Personalized check or savings account passbook
- Police employee card issued by Washington city or county
- Pre or post-natal care records
- Proof of home ownership (mortgage documents, property tax documents, deed, title, insurance policy, etc.)
- School transcript or records, or Forms I-20 or DS-2019 for foreign exchange students
- School yearbook or copy certified by the school with recognizable photo (high school students only)
- Social Security card
- State hunting or fishing license
- State or Federal government employee badge with photo
- Tax statements – W-2 forms, 1099, etc.
- Transportation Worker Identification Credential (TWIC)
- Tribal membership or enrollment ID card from a federally recognized Indian tribe (without photo)
- U.S. military document issued within 1 year, Selective Service card, or military discharge paper
- Unexpired concealed weapons permit issued by federal, state, or municipal government
- Unexpired professional license (nurse, physician, engineer, pilot, etc.)
- Union membership card
- Valid food stamp, welfare, or unemployment identification
- Veteran Administration Identification
- Voter registration card issued by a county elections department
- Ward of the Court decree/Order of Dependency
- Washington vehicle registration or title (a quick title isn't acceptable)